

27 Oct 70

Per Mr. Coffey, ask Mr.

about the "new" Kunzig  
paper. 70-4317

(Col. White has talked to  
Mr. Osborn re the attached.)

p.

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INFORMATION

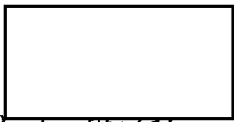
MR. BANNERMAN

DD/S SUBJECT FILE

23 October 1970

Mr. Coffey:

I have not had time to do anything with the visitor control proposal. Would you pick this up with the Executive Director and, if agreeable to him, the visitor controls can be put into effect.

  
R. L. Bannerman

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Atts

22 OCT 1970

MEMORANDUM FOR THE RECORD

SUBJECT: Visitor Controls

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1. Mr. [ ] contacted Mr. Gentile concerning Department of State actions to comply with GSA Administrator Kunzig's instruction dated 16 October 1970 on building controls. Mr. Gentile indicated that, as a general proposition, badged personnel are not subject to challenge. Guards, however, may request package inspection if they have cause for suspicion. All other individuals entering the building are requested to permit guard inspection of packages, briefcases, etc. In the event the individual objects, he is taken to the reception office where an SY representative deals with the problem. If indicated, a check is made with the visitor's sponsor and the visitor can be permitted to enter without inspection upon validation of the sponsor.

2. Mr. Gentile indicated that there had been no "gripes" in the couple of days the system has been in effect.



John W. Coffey  
Assistant Deputy Director  
for Support

STAT

ADD/S:JWC/ms (22 Oct 70)

Distribution:

Orig - DD/S Subject ✓

1 - DD/S Chrono

This Notice Expires 1 November 1971

SECURITY

STAT  
October 1970

### VISITOR CONTROLS

1. The General Services Administration has imposed visitor controls on Federal buildings which include closing nonessential entrances and inspection of all packages by building guards.

2. Agency buildings have always been closed to the public and have been subject to strict visitor controls. Nevertheless, it is considered prudent at this time to extend these visitor controls to ensure that explosives, weapons or incendiaries are not carried into Agency facilities.

3. Effective immediately, each visitor will be required to permit building guards to inspect parcels, packages, and briefcases brought into the building. An exception may be arranged where the visitor is sufficiently well known to the Agency sponsor to permit his vouching in writing that inspection is not necessary. The visitor escort will provide the entrance guard with an appropriate note to this effect.

4. In an instance where a visitor desires to leave personal luggage in the reception area while conducting business in Agency offices, the luggage will be subject to inspection before the visitor is escorted to the sponsor's office. A similar exception procedure will obtain.

5. With the assistance of Agency personnel and their visitors, it is believed that these controls can be implemented with a minimum of inconvenience.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. BANNERMAN  
Deputy Director  
for Support

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